myDPRC instructions

How to register with the DPRC

Please follow these instructions if it is the first time you are requesting services from the DPRC. You do not need to follow these instructions to create a myDPRC account.

1. Visit the DPRC registration page
2. Answer the questions. Be sure to include your SFSU ID number and SFSU email address if you have it.
3. Click “Submit Application.”
4. Upload your documentation if you have it. The maximum size for documents is 1 MB per upload. Please review the documentation guidelines for guidance on what documentation is recommended. However, please note documentation is not required to register with the DPRC.

Once your registration information has been received by our office, our staff will review and contact you if we need any additional information or to schedule an appointment with one of our disability specialists.

Using myDPRC

Logging Into myDPRC

1. Visit https://access.sfsu.edu and click the myDPRC button from the side bar on the right.
2. Login with your SFSU ID and password.

My Dashboard

This will be your personal myDPRC homepage. If you are signing in for your first time, you will need to complete the required forms. You will need to read the agreements and sign your name at the bottom. On this page, you will also see important messages and any upcoming scheduled appointments.

My Profile

Here you can view your contact information. To make official changes to this information, please update it with the university’s official record system, Campus Solutions.

SMS (Text Messaging)

myDPRC can send you text message reminders about upcoming appointments. You have to opt into this service since normal text messaging rates apply based on your current phone plan. Enter in your phone number and phone provider to sign up for this service. You may unsubscribe at any time.

Equipment Checked Out
You can view the status of any equipment such as SmartPens, Digital Voice Recorders, or other equipment you have checked out from DPRC. If an item is overdue, please contact the DPRC to renew or return it in order to avoid a hold being placed on your account.

**Submit Disability Documentation**

If you have any additional disability documentation to submit, log in to *myDPRC* and click the “Submit Disability Documentation” from the dashboard on the left. There is a file size limit of 1 MB per upload.

**My Mailbox**

In the "My Mailbox" tab, you can see emails the DPRC has sent to you. Please be sure to check your SFSU email often, as it is the official means of communication for both the University and the DPRC.

**Information Release Consents**

We will not use this feature in *myDPRC* at this time. To authorize the DPRC to share any information from your records with another party, please complete an Information Exchange Authorization Form found on the [DPRC Forms](/DPRCForms) page or by visiting our office in SSB 110.

**My Eligibility**

In this section, you can review which accommodations you are eligible to receive.

**List Accommodations**

In this section, you will see which accommodations have been selected for any of your courses. You can also submit or edit your accommodation requests from this section.

**My Documents**

Under My Documents, you will be able to review a copy of any DPRC memo that can be shared with other on-campus departments regarding certain accommodations you may be eligible to receive.

**My E-Form Agreements**

In this section, you can review any previously signed agreements including any agreements specific to an accommodation you are eligible to receive. Many of the accommodation request forms will be linked in these agreements, so please read carefully.

**Alternative Formats, Alternative Testing, and Deaf and Hard of Hearing**

We will be launching these features in Fall 2019. Please check back with our office then for more information.

**Requesting Accommodations**
This process will take the place of submitting your paper RAV (Reasonable Accommodation Verification) Memo to your instructors each semester. **Please note:** You will need to submit the necessary request forms to access these accommodations through the DPRC. You can find the links to the request forms in your “My E-form agreements” on the left hand side of myDPRC or on the DPRC website.

1. Begin by logging into your myDPRC account by navigating to [https://access.sfsu.edu](https://access.sfsu.edu)
2. You will find the myDPRC button on the right hand side. Please use your SFSU ID and password to login.
3. Once you log in, you will land on your dashboard.
4. On this page, check to see if you have any pending agreements related to your approved accommodations. You will need to review and sign before you can submit accommodation requests for your classes.
5. Scroll down to the section “Select Accommodations For Your Class.” Note: Your classes will be available for you to submit your accommodation requests in myDPRC **24 to 48 hours** after you have enrolled in them.

6. In “Step 1: Select Classes”, select the classes you will be requesting accommodations for.

7. Once selected, choose “Step 2: Continue to Customize Your Accommodations”.

8. On this page, choose the accommodations you would like to use for each specific class. Please be mindful of the nature of each course and whether or not the accommodations you are requesting will be applicable for that class. When finished choosing your accommodations, select “Submit Your Accommodation Requests”.

9. You will then be taken to your dashboard where you can scroll back down to the section “Select Accommodations for Your Class: Step 1”, to ensure your request went through. It will now say “[Requested]” next to the classes that you have submitted your accommodation requests for. You can also view this information under the “List Accommodations” section in the left side menu in myDPRC.

10. If you continue scrolling, you can see the specific accommodations you selected for each course.

11. Once you have requested your accommodations, DPRC emails a faculty notification letter to your instructor that explains you are registered with the DPRC and what accommodations you requested to access for that specific course.
   a. You may view a copy of this notification letter in your mailbox, which you can access on the left hand side of your dashboard under the section “Home”.
   b. Please note if you are submitting your requests prior to the start of this semester, the faculty notification letter will not be sent until the week before the semester begins.
   c. Certain accommodations require review by a disability specialist before the Faculty Notification Letter is sent to your instructor. Your disability specialist will contact you if they need any information from you to process your request.

**Modifying Accommodation Requests**

1. Begin by logging into your myDPRC account at [https://access.sfsu.edu](https://access.sfsu.edu)
2. You will find the myDPRC button on the right hand side. Please use your SFSU ID and password credentials to login.
3. Once you log in, you will land on your dashboard. Scroll down and you will see your previously submitted accommodation requests listed by class under the current term.
4. In order to modify the accommodation request, scroll to the class you wish to edit and click the link on the right titled, "Modify Request".
5. Uncheck the accommodations you no longer want to use, or check the boxes for those you want to add.
6. When you're done, click the "Update Request" button. If successful, you will see a message confirming your request was submitted successfully.
7. If you would like to cancel all accommodation requests for a particular course, click the "Cancel Request" button.
   a. You will then be asked to select a reason why you are cancelling your request.
   b. Once you have chosen the appropriate option, click the button entitled "Cancel Accommodation Request."
   c. You will see the "Your request was submitted successfully" message at the top of your screen.
8. Your request to modify or cancel your accommodations will be sent to your disability specialist to review. In most cases, your specialist will approve within two business days. Your disability specialist will contact you if more information is needed to process your request.
9. You can check your dashboard at a later date to see the status of your request.
   o Once your change request is approved, an email will be sent to the instructor for that course, notifying them of the change in accommodations. (You will also receive a copy of this notification.)

Please be sure to complete this process any time you drop or change sections of a course to ensure the appropriate instructor is notified.